

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on January 16, 2020 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI (Arrived 5:30 pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, JAYME SELLEN, and JOHN VANDER LEEST (arrived at 5:50 pm)

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, Al Hughes, and Emily Claflin (staff). H. James Smet (COVO).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Aubinger, seconded by Pletcher, to approve the modified agenda and minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Jayme Sellen was welcomed to the Board. Jayme works for Fox Cities Chamber. She previously worked for the Greater Green Bay Chamber of Commerce and former County Executive Tom Hinz. Also introduced were Emily Claflin from the library's Circulation Department and Al Hughes, the library's new Safety Officer. Running commented that he attended the meet and greet with Hughes and thinks she will be a great asset to the library. Hughes commented that in her first days she has been doing a lot of listening and learning, is working with the Administration team, and has sent a safety survey to staff. Hughes hails from Slinger, WI and has been in the Wisconsin Army National Guard for 10 years. She has settled in Green Bay, loves the library, and is interested in creating a safe environment for patrons and staff.

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

No report. Financial reports will be distributed once the financial books are closed towards the end of February or possibly in March. Motion by Anderson, seconded by Sellen, to receive and place on file the December 2019 Gifts, Grants and Donation report as follows:

Brown County Library Gifts, Grants & Donations Report December 2019			
Gifts & Donations			
12/4/2019	D. Smith	100.00	Memorial J. Fiddelke
12/4/2019	R. Esson	500.00	Large Print
12/4/2019	A. Kapitz	1,500.00	Foundation & SW
12/4/2019	Friends of the Brown County Library	1,883.80	Events & Programs Supplies
12/11/2019	J. Bonacci & Family	300.00	Memorial J. Fiddelke
12/19/2019	BCL Foundation	5,000.00	Director Relationship Development
12/19/2019	Wochinski Family Foundation	5,000.00	Youth Classes & Events
12/19/2019	Friends of the Brown County Library	1,622.12	Events & Programs Supplies
12/19/2019	A. Petruska	25.00	General Needs
12/23/2019	Jenson	100.00	General Needs
12/31/2019	L. & K. Anderson	1,000.00	Kress & General Needs
12/31/2019	M. Hoff	100.00	General Needs
12/31/2019	M. & J. Robinson Family Foundation	2,000.00	Library Programming
12/31/2019	M. Magestro	200.00	SW Memorial B. McKeough
12/31/2019	J. & D. Batschun	25.00	Weyers-Hilliard
12/31/2019	R. & D. Gerstner	50.00	Weyers-Hilliard
12/31/2019	United Way Jeans Day Collections	120.00	For United Way
12/31/2019	D. Keyzer	25.00	General Needs
12/31/2019	L. Sanderfoot	100.00	General Needs
12/1/2019	Ashwaubenon	108.70	Donation Box
12/1/2019	Bockmobile	2.00	Donation Box
12/1/2019	East	30.84	Donation Box
12/1/2019	Denmark		Donation Box
12/1/2019	Weyers-Hilliard	152.74	Donation Box
12/1/2019	Customer Service	69.82	Donation Box
12/1/2019	Kress	82.76	Donation Box
12/1/2019	Pulaski	6.10	Donation Box
12/1/2019	Southwest	39.27	Donation Box
12/1/2019	Wingstom		Donation Box
	Total Donations	\$ 20,183.15	
Federal & State Grants			
12/1/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
12/13/2019	Nicolet Federated Library System	\$ 6,562.50	Collection (4/4 pymt)
12/31/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
	Total Grants	\$ 21,562.50	

Motion carried.

UPDATE ON STATE DEBT COLLECTION PROCESS

Chosa reported that the SDC contract was signed and submitted prior to Christmas and is in processing. The library will be contracting with Lexus Nexus – the same skip tracing agency that the court system uses. They do batch processing and are more affordable than other companies are. The request to DoTS for a hard drive for secure transmittal of social security numbers is in queue. Approximately 2000 accounts will be sent. These are individual accounts returned from collection with a balance over \$50. The sum total is approximately \$300,000. Letters will be sent and patrons will be given 60 days to return materials once updated addresses are received.

FACILITIES UPDATE

No report.

PERSONNEL UPDATE

New hires include Alexandria (Al) Hughes as Safety Officer; Anna Hartshorn as full time Library Associate at the Southwest Branch who will help with children's services; and a LTE Library Associate at the Denmark Branch. Open searches include Youth Services Manager, Circulation Clerk, Circulation Associate, and a couple more LTEs. Rogers and Karla Giraldez (Ashwaubenon and Southwest Manager) conducted Compassionate Conversation training for NFLS libraries in Door County. They plan to apply to present at the WAPL conference at the end of April in Oshkosh. Rogers and Chosa worked together to close out rollovers with county as they relate to employee allocations. This takes the library longer because the library operates on a different accrual system. This actually poses an inconvenience to county. Access to Ryan Dowd's homelessness training is now funded by the Department of Public Instruction so staff will continue to have access. Responding to Van Dyck's question, the staffing level is budgeted at 85% - the same as rest of the county. Rodriguez asked how BCL compares to other libraries in relation to turnover. The library's turnover is very similar to other libraries.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the New Year is off to a good start. Most recently, the library was recognized by the Governor's Office as the recipient of the Governor's Financial Literacy Award. Karin Adams, Youth Services librarian at East Branch serves on the Greater Green Bay Money Smart Week Coalition along with Amanda Young from the Weyers-Hilliard Branch, and through that committee, Karin planned the "Financial Literacy Free Day," at the Children's Museum of Green Bay during Money Smart Week in April 2019. Financial support was provided by the Friends of BCL and Fox Communities Credit Union. This event included free admission to the museum and a variety of educational activities on early learning financial concepts. The award recognizes individuals and organizations for excellence in increasing financial literacy among Wisconsin citizens. An award ceremony will take place at the State Capitol sometime in the near future.

The artwork on display is that of artists who belong to the Green Bay Art Colony. It has been several years since they have displayed at the library so the library feels fortunate to showcase their talent!

The Friends applied for and were selected to be one of the local non-profits who will benefit from Give Big Green Bay. This is a 24-hour online giving event sponsored by the Greater Green Bay Community Foundation and the Green Bay Packers. Online donations can be made to support the Friends from Noon on February 18 until Noon on February 19.

After just two meetings, the Website Re-design Task Force has nearly finalized a layout for a new website and is working on what content to keep and to exclude. Again, the goal is to create a website that is useful, effective in meeting the needs of our library users, easy to navigate, accessible, and aesthetically pleasing.

DISCUSSION AND POSSIBLE ACTION REGARDING SALE AND PROMOTION OF GOODS AND SERVICE POLICY

Motion by Running, seconded by Meli, to approve the revised Sale and Promotion of Goods and Services Policy as presented.

Motion carried.

DISCUSSION AND POSSIBLE ACTION REGARDING PARTNERSHIP AGREEMENT/MOU WITH UNTITLEDTOWN, INC. (UTT) UTT is 501(c)3 organization running the UntitledTown Book and Author Festival. UTT was previously presented as a library program but there was no recognition of the library. Sugden has been meeting with the organizers and the board in an effort to understand the library's role. The library is interested in being part of the festival. The MOU outlines what the library is providing and what UTT will provide. The Friends of the Brown County Library have provided funding since its inception. UTT is asking for funding again. The Friends' mission is to support the library so the partnership between the library and UTT is important. Running asked about UntitledTown's board composition. It is a citizen's board. Pletcher noted that the library is seeking recognition not funding. It has been murky and it is time to have a MOU so expectations are clear. Having a staff member on board makes sense. Van Dyck agrees with the proposed MOU since the UTT Festival was previously portrayed as a library program. The Friends have donated \$75,000 over the last three years. Meli suggested the addition of a hold harmless clause and other boilerplate language. Anderson will provide that language to add to the MOU. It was also recommended to re-phrase a section to include that BCL will facilitate any

UntitledTown funding request to the Friends of the Brown County Library. Motion by Pletcher, seconded by Rodriguez, to approve MOU with UntitledTown, Inc. with minor changes discussed and including hold harmless language. Motion carried.

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL FROM HGA (East, Ashwaubenon, and Pulaski Branches) HGA

Architects has prepared numerous reports based on several studies. Van Dyck gave a brief history of the relationship with HGA. It will be important to have some kind of footprint to aid in moving forward. The B.C.L. Foundation is interested in funding this proposal. Intention is to re-engage HGA and hone in on options. Sugden stated that the sales tax monies start coming in in 2021. Anderson, Aubinger, and Sugden will be meeting with Ashwaubenon leaders about a future library. Vander Leest questioned why Pulaski was part of this proposal as there had been past action that did not include Pulaski as priority. Meli wondered why there is discussion about Pulaski at all. Vander Leest noted that the Shawano reimbursement is gone. As far as he is concerned, Pulaski needs to come to the table. When the printery building project fell apart, a Pulaski library was no longer a priority. Currently Pulaski Area Community Education, (PACE) is interested in sharing space. HGA's work just gives a plan. It does not commit the Library Board. Van Dyck thinks we have leeway on where Pulaski falls in the funding pool. This proposal is more information gathering. Aubinger asks about future funding requests for Ashwaubenon and Central. The board needs assistance with design services. Meli noted that if this is done, the board better be prepared to see it through. Rodriguez thinks the board needs to be very careful to do something for the areas that need it the most – the library needs to provide services in a better way. Van Dyck thinks that once the study is finished the price tag may be more than what people expect. Sugden commented that Pulaski is a community that really cares about their library and understands the positive impact a library has. They really want this to happen. Group of citizens have found a partner in PACE. The investment in the facility benefits the library. A funding gap (resulting from the loss of out-of-county payments from library service) was discussed with the B.C.L. Foundation and they are willing to be involved in fundraising initiatives.

Van Dyck reiterated that the board is not funding HGA's work and their proposed numbers represent "not to exceed" fees. The Board could cut back on Pulaski or cut it out completely. The scope of the study could be cut back as to just get an idea with a rough dollar amount. Regarding the East Branch study, HGA has done this before so the outlined cost is lower. East's footprint will have two options - a branch that include library administration or a branch alone. Van Dyck's hope is that 75% of the work will ultimately be done for Ashwaubenon after doing this study because the needs are similar. East would be a regional branch with ability/option to add on Administration. Meli asked, in this scenario, where the flagship branch would be located. Central would remain the largest in programming and space. Van Dyck stated that East would be more on par with Kress and Weyers-Hilliard. The Administration add-on could potentially go to Ashwaubenon.

Vander Leest stated that you need to give the consultant parameters so the end result is not way out of whack. Meli questioned why there would be so much dedicated to Pulaski. Rodriguez warns that once you start a project you have to finish it and cautions about Pulaski. Vander Leest thinks Pulaski should be told that only a certain amount can be contributed. Anderson does not see doing this study as a commitment to Pulaski. Meli thinks it is building an expectation that will have to be followed through on. Running is in favor of the feasibility study but it needs and a budget framework to use as parameters.

Van Dyck is concerned with timeline. He feels six months is too long to conduct the proposed feasibility studies. Within 4-6 months window, HGA's services may be needed for Central. He would like to focus attention on the East Branch for now. Van Dyck proposed to go back to HGA and ask to strike branch names and call it a Regional Branch Study with Add-on for Administration and request a faster timeline. Sugden has told Pulaski that the board will distribute funds in an equitable way. Van Dyck will talk to the County Executive regarding letting Pulaski know about priorities and cash flow as well as the possibility that Pulaski would not happen for a few years. Discussion on Pulaski can resume after the regional branch study is complete.

Motion by Meli, seconded by Vander Leest, to recommend to the B.C.L. Foundation that they hire HGA to do a regional branch study only that includes an add-on for Administration and ask HGA to revise their quote accordingly and tighten up timeline to less than 6 months. Motion carried.

PRESIDENT'S REPORT Van Dyck gave guidance for meeting with Ashwaubenon leaders. The library is not in the position to take the lead on a redevelopment project.

LIBRARY DIRECTOR'S REPORT In addition to the written report, active shooter training at individual locations and Bookmobile will be scheduled. There is an urgency in the county to do this soon. Sugden recommends conducting training when the library is closed to allow staff to fully participate. Training is about 2 hours long. Sugden will seek Van Dyck's authorization to close the library.

Sugden, Lagerman, and Clare Kindt (Collection Development Manager) are meeting with representatives from the airport to talk about serving the reading habits of travelers and to discuss opportunities to partner.

The library received a complaint from a patron indicating that she thought the library was not supportive of nursing/pumping mothers. A Southwest Library patron was unhappy with options. Every location is different and poses different hurdles but Administration is looking at system-wide solutions.

Running complimented the Library Report compiled by Lagerman. A letter/resolution from the Library Board to the Friends demonstrating their gratitude and thanks for their support was suggested. Anderson would like to tour the branches.

OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session **Motion** by Anderson , second by Pletcher , to move into closed session at 7:08 pm. **Roll call vote:** Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

CONVENE INTO CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director Goals Review.

RECONVENE IN OPEN SESSION: Motion by Anderson, seconded by Pletcher, to reconvene and approve any action recommended in Closed Session at 7:52 pm. **Roll call vote:** Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

Motion by Running, seconded by Rodriguez, to approve the recommendation of the Personnel Committee regarding the 2020 goals for the Executive Director. **Motion carried unanimously.**

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Anderson, seconded by Meli, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:56 pm.

NEXT REGULAR MEETING:
February 20, 2020
5:15 p.m.
East Branch Library
2255 Main Street, Green Bay

Respectfully submitted,

Sue Lagerman
Recording Secretary